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DTR

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Executive Assistant to the DCI
Director of Training
Weekly Summary Report

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1. In recent meetings held with the Training Liaison Officers of the Agency, the Office of Training has received statements from the various offices on their training plans and policies. To resolve their training problems for 1954, Office of Research and Reports has committed 9 per cent of its total man years for training and Office of Current Intelligence plans to commit 10.7 per cent. The emphasis for projected training of these Offices was on language and area competence. Other specialties as required to meet specialized office requirements will be organized by Office of Training as intermediate training courses similar to that just completed for the Office of Scientific Intelligence.

2. In conferences with the Head of the Foreign Service Institute, Mr. Norman Burns, the Office of Training is determining the extent of the capability of Foreign Service Institute to meet area and area-language requirements of the Agency. It has been ascertained that much of the short-term area and area-language requirements can be met by FBI or elsewhere in Washington through [REDACTED] the local universities. Planning and arrangements are proceeding in order that Agency participation in such programs may begin in September.

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3. The Management Training Division of OTR reports that during fiscal 1953 some 378 supervisors in the various offices of the Agency have participated in the basic supervisory training programs. The three problem areas which have required attention by all levels of management have been: (1) coordination, (2) intra-office communication and (3) personal management. From this sampling of almost one-third of the supervisors in the Agency, it is the estimate of the Chief, Management Training Division, that improvement in supervision can come only if stronger support is given at the Assistant Director level especially with reference to the coordination of policy, plans and operations.

4. OTR has begun a special 2-week project for discussing training problems with the Chief of Training [REDACTED] in order to help him strengthen his own program.

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7. In response to increasing and numerous requests for training materials to be used overseas, either for staff use only, for agent training installations, or for handing out to liaison services, a program is being developed to regularize what can be sent overseas and under what circumstances. Before such a program can be fully developed, however, high-level policy decisions will be required on the extent of this type of cooperation with foreign intelligence services.

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8. General Lovett spent a day touring [redacted] and witnessed such demonstrations as [redacted] Training Branch, OTH.

9. In connection with Project OSS Film Footage, all negative and positive material has been sorted from the Library of Congress collection and is being catalogued and previewed. Scanner results to date show little of value in the footage for training purposes.

10. As of 13 July 1953, 188 CIA personnel are enrolled in TRS training courses, 418 in TRG courses, and 256 in external training, making a total of 862 in training programs under the jurisdiction of the Office of Training as a whole.

MATTHEW HAIKD

MB:mfw

cc: DL/P

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